OPEN ENROLLMENT JOB AID

Enrolling in Benefits during Open Enrollment

This document provides guidance specific to completing benefits during Open Enrollment in Workday, effective 1/1/18. Please refer to http://totalrewards.bah.com or visit Alex, our online Benefit Advisor Tool, for additional details on the firm’s benefit offerings including plan overview documents and instructions on finding in-network providers.

NOTE: New Hires will need to complete their New Hire Benefit Event before their Open Enrollment Event will appear as an Action in their Workday Inbox.

1. During Open Enrollment, you will receive a Workday Inbox Action to complete your Benefits Elections.

2. Make your enrollment elections by selecting Elect next to the benefit plan that you wish to enroll in and choose the appropriate coverage level from the dropdown menu to the right of the listed benefit. Once the coverage level has been selected, you can add the dependents that you wish to cover.

3. After making your elections and entering dependents, scroll to the right of the window to view your cost.

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If you are **adding a dependent** as part of a benefits change, you will be asked if you want to add them as a beneficiary. If yes, enter their information on the next page and click **Ok**.

4. Once you have made all of your Health Care Elections, click **Continue**.

5. Follow the prompts on the next screens to complete your Open Enrollment event. If applicable, you will have the ability to make updates to other elements of your benefits.

**NOTE:** Please refer to [http://totalrewards.bah.com](http://totalrewards.bah.com) for detail plan information.

6. Review the summary of your **Elected Coverages**. If the coverage is correct, complete the Electronic Signature by checking **I Agree**.

7. Click **Submit** to complete this process.

8. **Print a PDF** of your benefit elections from this final screen by clicking **Print** in the bottom left corner. This will serve as your confirmation statement.
If you need to change your Open Enrollment elections once you have clicked the Submit button, navigate to the Benefits worklet and click on Change Open Enrollment or contact the Help Desk at 877-927-8278 or Help_Desk@bah.com.

**NOTE:** Please contact the Help Desk at 877-927-8278 or Help_Desk@bah.com if you have any questions while completing Open Enrollment.